

**DIETITIANS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
November 13, 2014**

PRESENT: Scott Krueger, Tara LaRowe, Gail Underbakke

STAFF: Tom Ryan, Executive Director; Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Gail Underbakke, Chair, called the meeting to order at 9:09 A.M. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Scott Krueger moved, seconded by Gail Underbakke, to approve the minutes of October 18, 2013 as published. Motion carried unanimously.

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Scott Krueger nominated Gail Underbakke for the Office of Board Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Gail Underbakke was elected as Board Chair.

VICE CHAIR

NOMINATION: Tara LaRowe nominated Scott Krueger for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Scott Krueger was elected as Vice Chair.

SECRETARY

NOMINATION: Gail Underbakke nominated Tara LaRowe for the Office of Secretary. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Tara LaRowe was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Gail Underbakke
Vice Chair	Scott Krueger
Secretary	Tara LaRowe

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to approve the following appointments made by the Chair:

- a) **Credentialing Liaison:** Gail Underbakke (Scott Krueger as the Alternate)
- b) **Monitoring Liaison:** Tara LaRowe (Gail Underbakke as the Alternate)
- c) **Office of Education and Examination Liaison:** Tara LaRowe (Gail Underbakke as the Alternate)
- d) **Legislative Liaison:** Gail Underbakke (Scott Krueger as the Alternate)
- e) **Travel Liaison:** Gail Underbakke (Scott Krueger as the Alternate)
- f) **Website Liaison:** Tara LaRowe (Scott Krueger as the Alternate)
- g) **Rules Liaison:** Gail Underbakke (Scott Krueger as the Alternate)
- h) **Professional Assistance Procedure (PAP) Liaison:** Gail Underbakke (Tara LaRowe as the Alternate)
- i) **Screening Panel** Scott Krueger, Gail Underbakke
(Tara LaRowe as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Scott Krueger moved, seconded by Tara LaRowe, that the Board delegates authority to the Chair, highest ranking Officer or longest serving member of the Board by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the highest ranking Officer or longest serving member of the Board by order of succession has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. This authority is delegated to a Department representative to sign the name of any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: Scott Krueger moved, seconded by Tara LaRowe, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

CLOSED SESSION

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to convene to Closed Session to deliberate on cases following hearing (Wis. Stat. § 19.85(1) (a)); to consider closing disciplinary investigations with administrative warnings (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); to consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Scott Krueger - yes; Tara LaRowe - yes; Gail Underbakke - yes. Motion carried unanimously.

The Board convened into Closed Session at 9:49 A.M.

RECONVENE TO OPEN SESSION

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to reconvene in Open Session at 9:58 A.M. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

CASE CLOSING

13 DAB 002 – M.S.P.

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to close DLSC case number 13 DAB 002, against M.S.P., for Insufficient Evidence (IE). Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:11 A.M.